

17 February 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 17 February 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Architectural-Engineering Design: The design review held in Detroit on 10 and 11 February 1983 resulted in a reduction of construction concepts from eight to two. These two approaches to the Headquarters expansion will be further developed and presented for Agency management decisions about 1 March 1983.

b. Employee Handbook: On 15 February 1983, 4,500 copies of the new Office of Personnel Employee Handbook for EOD's were delivered to Personnel.

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f. Snowstorm Coverage:

Adequate Printing and Photography Division (P&PD) personnel coverage was available Friday, 11 February, during the "Great Storm of '83." Some P&PD personnel stayed beyond the early release time to ensure that Friday's priority jobs were complete. Several production personnel from the Office of the Production Manager, (Prepress, Press, and Bindry Branches) stayed through the night for the critical PDB and NID support.

During the snowstorm, Logistics Services Division was able to meet its critical commitments. The Mail and Courier Branch delivered the NID and the Daily Brief to the White House, State, and the Pentagon, and picked up and delivered the cable traffic. The Motor Pool Branch provided home to work transportation for executives, as requested, including the DCI, DDCI and the DDO. The Motor Pool also provided 4-wheel drive transportation for the Communications Signal Center throughout the weekend. Building Services Branch employed its forces throughout the weekend for snow clearance. Through the joint efforts of the Motor Pool, Building Services Branch and Space Maintenance and Facilities Branch, all areas were satisfactorily cleared for the Monday morning arrival of employees. The Executive Dining Room continued to provide food service for emergency employees through Saturday.

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3. Significant Events Anticipated During the Coming Week:

None.



Daniel C. King *for*